

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Employer's Name]  
[Company's Name]  
[Company's Address]  
[City, State, Zip Code]

Dear [Employer's Name],

I am writing to express my interest in the [Job Title] position listed at [Where You Found the Job Posting] on [Date of Posting]. With my background in [Your Field/Expertise] and a proven record of [Specific Skills or Achievements], I believe I am a strong candidate for this role. In my previous position at [Your Previous Company], I successfully [Briefly Describe a Relevant Achievement or Responsibility]. This experience allowed me to develop skills that are directly applicable to [Job Title] at [Company's Name].

I am particularly excited about this opportunity because [Mention What Interests You About the Company or Position]. I am eager to bring my background in [Field/Skill] to [Company's Name], and contribute to [Specific Company Goal or Project].

Thank you for considering my application. I look forward to the possibility of discussing my application further. Please find my CV attached for your review.

Sincerely,  
[Your Name]  
[Attachment: CV]